



# UNITED STATES MARINE CORPS

3D MARINE DIVISION (-) (REIN)

UNIT 35801

FPO AP 96602-5801

IN REPLY REFER TO  
DivO 1521.1D  
G-3/JOEP  
2 MAY 2000

## DIVISION ORDER 1521.1D

From: Commanding General  
To: Distribution List

Subj: JAPANESE OBSERVER EXCHANGE PROGRAM (JOEP)

Ref: (a) III MEF, FORO 1500.1 of 11 Aug 99

- Encl:
- (1) Sample Message Itinerary for category "A" Event (Hosting Unit)
  - (2) Sample Message Identifying JOEP Participants
  - (3) Sample After Action Report ("A" Event)
  - (4) Sample After Action Report ("B" Event)
  - (5) Sample Certificate of Completion ("A" Event)
  - (6) Sample Certificate of Completion ("B" and "D" Events)
  - (7) Recommended Clothing and Equipment for Division personnel participating in JOEP Category "B" Events
  - (8) Recommended Clothing and Equipment for Division personnel participating in JOEP Category "D" Events
  - (9) List of Equipment for Display
  - (10) Sample Static Display Signs

1. Purpose. To promulgate policy and guidance for implementing JOEP in the 3d Marine Division.

2. Cancellation. DivO 1521.1C

3. Background. Guidelines for the execution of the JOEP program for III MEF are established per the reference. JOEP provides opportunities for Marines and Sailors of 3d Marine Division and members of the Japanese Self Defense Force (JSDF) to observe training of their counterparts in order to increase mutual understanding and interoperability. This program affords invaluable cultural and professional interaction between the Navy/Marine Corps Team and JSDF personnel.

4. Information.

a. The Commanding General, III Marine Expeditionary Force (MEF) (AC/S, G-3) coordinates JOEP for all III MEF units. Numerous observer exchange events occur between JSDF and III MEF commands throughout the year. JOEP involves four types of events characterized as follows:

(1) Category "A" Event. Twenty JSDF personnel visit with a 3d Marine Division command. Duration is generally between five to seven days.

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(2) Category "B" Event. Ten 3d Marine Division personnel visit with a JSDF command. Duration is generally between five to seven days.

(3) Category "D" Event. This program is hosted by the JSDF at Camp Naha and includes a visit to a Marine Corps ground unit (3d Marine Division or 3d Force Service Support Group). Category "D" events include: Command brief, Static Display of Personnel and Equipment, Observation of training/demonstration of basic combat exercises and Question and Answer period. Additionally, JSDF personnel attending professional schools such as the National Institute for Defense Studies (NIDS), Joint Staff College (JSC), Maritime Staff College (MSC), Advanced Command and Staff College (ASC), and Officer Candidate School (OCS) classes routinely request briefings/static displays to deepen their understanding of US strategies and bilateral training issues. Duration is generally two to eight hours.

(4) Category "W" Event. Are only assigned to Marine Air Wing units. They include a Command brief, and Static Display of Personnel and Equipment. Duration is generally 2 to 8 hours.

b. The AC/S, G-3, 3d Marine Division coordinates JOEP for all 3d Marine Division Units. 3d Marine Division organizations will be tasked to host Category "A" and "D" Events assigned to the Division, and/or to provide personnel to participate in Category "B" Events.

5. Scope. JOEP introduces participants to military procedures, training techniques, language, and customs of their counterparts. Duration of JOEP visits range from two hours to approximately seven days. JSDF participants for Category "A" events range from Company grade officers to NCO's, where as, JSDF participants for Category "D" events range from flag officers to NCO's. 3d Marine Division participants for Category "B" events range from Company grade officers to Staff NCO.

6. Action. The AC/S, G-3 has overall responsibility for the JOEP within 3d Marine Division and will ensure that required actions are completed.

a 3d Marine Division JOEP Project Officer

(1) Coordinate 3d Marine Division JOEP events with the III MEF JOEP Project Officer.

(2) Recommend organizations to host/participate in scheduled JOEP events, with consideration given to scheduled operational commitments.

(3) Assist host/participating organizations in coordinating billeting, transportation, messing and other arrangements as may be required.

(4) Ensure that Temporary Additional Duty (TAD) requests for JOEP Category "B" event participants are submitted to the III MEF JOEP Project Officer no later than ten working days before the scheduled event.

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Also that TAD orders and airline tickets have been picked up by the senior Marine Officer attending the Category "B" event.

(5) Coordinate with the officer in charge, Training Audio Visual Support Center for a photographer to meet the arriving Japanese Officers at the 3d Marine Division Headquarters, Camp Courtney for Category "A" events for photo session with the Commanding General or Chief of Staff. Coordinate with the Aide/Staff Secretary for acknowledgment on availability at least 30 days in advance.

(6) If transportation of Japanese personnel by U.S. military aircraft is required, request authorization from Commanding General, Commander Marine Forces Pacific via Commanding General, III MEF.

(7) Prepare Acknowledgment Certificates for the Commanding General's signature in advance and coordinate their delivery to the designated host organization for presentation to visiting JSDF participants of Category "A" events prior to their day of departure. See enclosure (5).

(8) Prepare Acknowledgment Certificates for the Commanding General's signature and coordinate their delivery to the respective unit for 3d Marine Division personnel who participated in Category "B" events. See enclosure (6).

(9) Prepare and maintain the command brief for JOEP events. Provide copies of the script and slides for briefing to designated personnel as may be required.

b. Division Organization Hosting (Category "A" Event)

(1) Plan, coordinate, and execute assigned JOEP events

(2) Ensure that all assistance and courtesies are extended to Japanese visitors from the time of their arrival to the time of their departure.

(3) Publish an itinerary and letter of instruction (LOI) no later than 30 working days prior to scheduled event, in accordance with format in enclosure (1). Provide copies of the itinerary and LOI to the Commanding General, 3d Marine Division (AC/S, G-3/JOEP Project Officer).

(4) Coordinate transportation, messing, billeting, and other necessary arrangements. Advise the Division JOEP Project Officer of any required assistance, to include coordinating information to be passed to the Japanese prior to their actual date of arrival.

(5) Submit an after action report within 10 working days following completion of an event to the Commanding General, 3d Marine Division (AC/S, G-3/JOEP Project Officer), in accordance with the format in enclosure (3).

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c. Japanese Organization Hosting (Category "B" Event)

(1) The senior Marine Officer will provide the names of participating 3d Marine Division personnel to the Commanding General, 3d Marine Division, (AC/S, G-3/JOEP Project Officer) at least 30 days prior to the event, in accordance with the format in enclosure (2).

(2) Coordinate all transportation requirements from parent unit location to/from point of embark (in Okinawa). This portion of transportation is parent unit responsibility.

(3) The senior Marine Officer will ensure participants receive TAD orders and tickets one week prior to the scheduled date of departure. Appropriation data (for JOEP events) will be obtained from III MEF G-1 by Division G-1.

(4) The Senior Marine Officer will submit an after action report to Commanding General, 3d Marine Division (AC/S, G-3/JOEP Project Officer) within 10 working days following completion of the event, in accordance with the format in enclosure (4).

d. Division Organization Hosting (Category "D" Event)

(1) Appoint an action officer to coordinate all requirements with the Division JOEP Project Officer and coordinate the time of arrival of the JSDF personnel.

(2) Ensure that all assistance and courtesies are extended to Japanese visitors from the time of their arrival to the time of their departure.

(3) Publish a letter of instruction (LOI) no later than 30 working days prior to scheduled event. Provide a copy to the Commanding General, 3d Marine Division (AC/S, G-3/JOEP Project Officer).

Coordinating Instructions

a. Division Organizations Hosting Category "A" Events

(1) Funding. No official entertainment funds are available to defray expenses associated with visits to 3d Marine Division units. JSDF personnel will fund their own expenses. Expenses include, but are not limited to transportation to and from the hosting unit, all meals consumed, billeting, and other cost associated with their visit.

(2) Messing. JSDF personnel will pay cash (U.S. dollars) for all meals they consume. Meal prices may include surcharge. At the end of the visit, the senior visiting Japanese Officer must be provided a receipt identifying each individual by name, total meals consumed, and the total amount paid. Receipts provided by host unit must be typed on command letterhead stationary.

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(3) Billeting. JSDF personnel will be billeted in Bachelor Officer Quarters (either transient or permanent) or any Temporary Lodging Facility (TLF) depending on availability. Billeting expenses will be paid in cash (U.S. dollars) by visiting JSDF personnel. At the end of the visit, the senior visiting Japanese Officer must be provided a receipt identifying each individual by name, total amount paid. Receipts provided by host unit must be typed on command letterhead stationary.

(4) Escorts. The host unit must ensure that a sufficient number of escort officers are assigned. Every effort will be made to ensure that escort officers are free of other obligations for the duration of the visit.

(5) Recreation. Plan for and execute recreational activities for JSDF personnel. Receptions should also be scheduled as early in the visit as possible. These events must be coordinated with all agencies involved prior to the actual arrival of JSDF visitors.

(6) Acknowledgment Certificates. Organizations hosting Category "A" Events will coordinate with the Division JOEP Project Officer a suitable ceremony for presentation of acknowledgment certificates to visiting JSDF personnel.

b. Japanese Organizations Hosting Category "B" Events

(1) Funding. III MEF, (AC/S, G-3/JOEP) will fund for air transportation, meals and incidental expenses (M&IE), and actual billeting cost associated with JOEP Category "B" events.

(2) Messing. 3d Marine Division personnel visiting JSDF commands will pay cash (Yen) for all meals consumed. 3d Marine Division participants must ensure that they have sufficient amount of Yen to pay for meal expenses (approximately 5,000 Yen will be adequate to cover all required messing expenses). M&IE will be paid to all 3d Marine Division participants of category "B" events.

(3) Billeting. Actual billeting expenses incurred will be reimbursed. 3d Marine Division personnel visiting JSDF commands will pay cash (Yen) for all cost associated with billeting (approximately 5,000 Yen will be adequate to cover billeting expenses). Participants must obtain an individual receipt for billeting expenses and submit the same with their travel claim.

(4) Transportation. Transportation (via bus) will be provided by the JSDF host unit from/to the point of arrival in mainland Japan. Additionally, JSDF host unit will provide all necessary transportation requirements during the conduct of "B" events. Military air/Commercial air arrangements are the responsibility of the III MEF JOEP Project Officer. Government air will be used as a rule.

However, use of commercial air maybe authorized when use of government air is not convenient/available to Japanese host unit locations. Government transportation will be used on Okinawa.

(5) Travel Uniform. Travel in appropriate civilian attire on all commercial aircraft is mandatory. Travel aboard Military aircraft in camouflage utilities is directed. Additionally, recommended uniform/equipment items are listed in enclosure (7).

c Division Organizations Hosting Category "D" event

(1) All Category "D" events will be held aboard Camp Hansen unless otherwise directed by 3D Marine Division. Camp Hansen's central location makes it the ideal place to display all available equipment.

(2) Hosting unit. This program is hosted by the JSDF at Camp Naha. At the designated time for the Marine Corps visit, JSDF will arrive by bus at the designated site. The division unit assigned is responsible for coordinating the time of arrival of the JSDF personnel and organize a static display/ or a live fire demonstration. The intent is to familiarize JSDF personnel with operations in the field. Unit is responsible for the visitors until they depart.

(3) Personal equipment. Refer to enclosures (7) and (8) for JOEP "B" and "D" events, respectively

(4) Equipment. Enclosure (9) lists equipment to be displayed for all "D" events. All units must fully cooperate with host unit by providing necessary equipment in order to make every "D" event a rewarding experience for all involved. Uniformity amongst Marines cannot be overstated. All Marines participating in JOEP events must strongly adhere to the proper dress. Should a training evolution be taking place on the day of a JSDF visit (i.e. live fire and/or maneuver event), the incorporation of that training event is highly encouraged.

(5) Escorts. The host unit must ensure that a sufficient number of escort officers/SNCOS are assigned.

8 Miscellaneous


a. Gifts. There is "NO" formal requirement to present or exchange gifts during JOEP events.

b. Non designated/supporting units. Units in 3d Marine Division, not designated to host specific JOEP events, are expected to assist the host unit if requested. The division JOEP Project Officer will coordinate assistance or resolve coordination problems as necessary.

c. Interpreter Support. (1) The majority of Marine Corps Camps on Okinawa have an assigned Community Relations Specialist that may be requested for interpreter support during the conduct of JOEP events. Coordinate with the Camp Commander's office of the specific Camp visited for interpreter support.

(2) Marine Corps Bases Japan G-5 may provide interpreter support during JOEP events based on interpreter availability.

9. Summary of revision. This revision contains significant changes and should be reviewed in its entirety.

  
T. R. KELLY  
Chief of Staff

DISTRIBUTION: A/D  
Copy to: CG, III MEF (G-3,Trng)

SAMPLE MESSAGE ITINERARY FOR CATEGORY "A" EVENT

FM (HOSTING UNIT)

TO CG THIRD MARDIV//G-3//JOEP//

INFO (UNITS REQUESTED TO SUPPORT JOEP EVENT)

UNCLAS//NO1521//

MSGID//GENADMIN//

SUBJ/JOEP EVENT # FROM \_\_\_\_\_ TO \_\_\_\_\_

REF/A/DOC/DIVO 1521.1D//

REF/B/MSG/ (APPLICABLE MESSAGE)

REF/C/MSG/ (APPLICABLE MESSAGE)

NARR/REF A PROV GUIDE FOR THIRD MARDIV JOEP PROGRAM.

RMKS/1. PER THE REFS THE FOL ITINERARY IS PROV FOR SUBJ EVENT.

DATE	TIME	EVENT (S)	INSTR/POC	LOCATION
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2. POC FOR SUBJ EVENT IS: (RANK, NAME, PHONE NUMBER)



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## SAMPLE MESSAGE IDENTIFYING JOEP PARTICIPANTS FOR CATEGORY "B" EVENTS

FM (UNIT)

TO CG THIRD MARDIV//G-3/JOEP//

INFO (AS WARRANTED)

UNCLAS//NO1521//

SUBJ/CATEGORY B JOEP EVENT NOMINEES FOR THE VISIT OF (INCLUSIVE DATES)//

REF/A/DOC/DIVO 1521.1D//

REF/B/MSG/ (APPLICABLE MESSAGE)//

REF/C/MSG/ (APPLICABLE MESSAGE)//

NARR/REF A PROV GUIDE FOR THIRD MARDIV JOEP PROGRAM.

RMKS/1. PER THE REFS THE FOL IS SUBMITTED:

NAME	RANK	SSN/MOS	BILLET	UNIT	JAPANESE LANGUAGE ABILITY (NOTE)
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2. ALTERNATE NOMINEES ARE AS FOLLOWS:

NAME	RANK	SSN/MOS	BILLET	UNIT	JAPANESE LANGUAGE ABILITY (NOTE)
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NOTE: INDICATE CAPABILITY AS GOOD, FAIR, OR NONE FOR EACH PRIMARY AND ALTERNATE PARTICIPANT.

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SAMPLE AFTER ACTION REPORT FOR CATEGORY "A" EVENT

From: Commanding Officer, (Hosting Organization)  
To: Commanding General, 3d Marine Division (AC/S, G-3/joep)  
Via: Chain of Command  
  
Subj: AFTER ACTION REPORT OF JOEP EVENT # OF (DATES) WITH (UNIT)  
  
Ref: (a) DivO 1521.1D

1 The following report is submitted in accordance with the references

- a. Transportation
- b. Billeting
- c. Messing
- d. Training Observed
- e. Operations Participated in (As applicable)
- f. Recreational events
- g. Highlights
- h. Problems encountered
- i. Recommendations
- j. Additional Observations/comments

SIGNATURE

DivO 1521.1D  
2 MAY 2000

SAMPLE AFTER ACTION REPORT FOR CATEGORY "B" EVENT

From: Senior Marine Officer  
To: Commanding General, 3d Marine Division (AC/S, G-3/joep)  
Via: Chain of Command

Subj: AFTER ACTION REPORT OF JOEP EVENT # (DATES) WITH (UNIT)

Ref: (a) DivO 1521.1D

The following report is submitted in accordance with the references

- a. Location of JSDF unit visited
- b. Number of 3d Marine Division participants
- c. Transportation
- d. Billeting
- e. Messing
- f. Training observed
- g. Significant events
- h. Recreational events
- i. Highlights
- j. Problems encountered
- k. Recommendations
- l. Observations/comments

SIGNATURE

Enclosure 4)

# 3RD MARINE DIVISION

## U.S. MARINE CORPS

### FORCES, PACIFIC

表記の者、アメリカ第三海兵師団に於て、日本自衛隊オブザーバー・プログラムに参加し、所要の課程を修了しました。よって、本証書を送り、これを表彰します。

貴殿はプログラム参加により、世界のこの重要地域に於て、平和と安全維持のため寄与されました。貴殿は更に日本自衛隊とアメリカ海兵隊間の相互理解と友好増進のため尽力なされ、日米関係友好発展のため寄与されました。これは貴殿が大いに誇りとすべきことであります。

修了証書

Date: \_\_\_\_\_

日 付

COMMANDING GENERAL

司令官

# 3D MARINE DIVISION

## U.S. MARINE CORPS FORCES, PACIFIC

### Certificate of Completion

The above named person participated in the Japanese Self Defense Force Observer Program conducted by the United States Marines of 3rd Marine Division. This certificate is therefore presented in recognition.

By participating in the program, you have contributed to maintaining peace and security in this important region of the world.

You have further endeavored to enhance mutual understanding and friendship between members of the Japanese Self Defense Force and the United States Marines, thus contributing to improved relations between the United States and Japan. This is something you can be justifiably proud of.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Commanding General

Enclosure (6)

DiVO 1521.100  
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RECOMMENDED CLOTHING AND EQUIPMENT FOR DIVISION PERSONNEL PARTICIPATING  
IN JOEP CATEGORY "B" EVENTS

1 Recommended clothing.

<u>QUANTITY</u>	<u>ITEM</u>
1	SERVICE UNIFORM (SEASONAL)
2	SETS, CAMOUFLAGED UTILITIES
1	PAIR BLACK DRESS SHOES
1	PAIR BOOTS
1	UTILITY COVER
1	SERVICE COVER
2	CIVILIAN ATTIRE (OUTFITS)
1	PT GEAR (SET)
1	PAIR RUNNING SHOES
1	ALL WEATHER COAT
3	PAIR GREEN/BLACK CUSHION SOCKS
1	PAIR BLACK DRESS SOCKS

2. Recommended equipment.

<u>QUANTITY</u>	<u>ITEM</u>
1	SET RAIN GEAR
1	CARTRIDGE BELT
2	CANTEENS W/COVERS
1	CANTEEN CUP
1	FLASHLIGHT
1	KEY/COMBINATION LOCK
1	SET PERSONAL HYGIENE ARTICLES

3. Recommended cold weather clothing/equipment

<u>QUANTITY</u>	<u>ITEM</u>
1	GORTEX
1	PAIR BLACK GLOVES W/INSERTS
2	PAIR LONG JOHNS
1	SERVICE SWEATER

Enclosure (7)

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RECOMMENDED CLOTHING AND EQUIPMENT FOR DIVISION PERSONNEL PARTICIPATING  
IN JOEP CATEGORY "D" EVENTS

## 1. Recommended clothing/equipment

<u>QUANTITY</u>	<u>ITEM</u>
	SET, CAMOUFLAGED UTILITIES
1	PAIR BLACK BOOTS
1	KEVLAR HELMET W/CAMMOUFLAGE COVER
	CARTRIDGE BELT
2	CANTEENS W/COVER
2	M16 AMMO POUCHES (DESPERS)
1	BAYONET (DESPERS)
	M9 AMMO POUCH (DESPERS)
1	M9 PISTOL HOLSTER (DESPERS)
1	H-HARNESS (DESPERS)
	LOAD BEARING VEST (DESPERS)
1	NOMEX SUIT (DESPERS)
	K-BAR (DESPERS)
1	GUILLIE SUIT (DESPERS)

Enclosure (8)

LIST OF EQUIPMENT FOR DISPLAY

EQUIPMENT/WEAPONS	QTY
TOW HMMWV	1
MK-19 (VEH MOUNT)	1
M2.50 CAL (VEH MOUNT)	1
M252 81MM MORTAR	1
M47 DRAGON	1
SMAW	1
M224 60MM MORTAR	1
M240G MACHINE GUN	1
M16-A2 RIFLE	1
M203 40MM GRENADE LAUNCHER	1
9MM PISTOL	1
ZODIAC	1
SCUBA EQUIPMENT	1
M40A1 SNIPER RIFLE	1
M198 & M923 MOVER	1EA
LAV-25	1
FOX VEHICLE	1
LAV-AT	1
SEE TRACTOR	1
LINE CHARGE TRAILER	1
M998 HMMWV	1
AAVP7A1	1
MRC-110	1
MRC-138	1
AN/PRC-104. SINGARS	1EA
M2.50 CAL W/TRIPOD	1
MK-19 W/TRIPOD	1
M249 SAW	1



